

What Is a Conditional Approval?

When the TT is approved, all requirements for completing the final map are given to the applicant in a set of Conditions of Approval. All conditions, such as road improvements, fee payments, etc., must be met before the Final Tract Map can be recorded.

Who Issues Conditional and Final Approvals?

In some cases, Planning Division staff may approve a TT. In other cases, a TT may require a hearing before the Planning Commission or Board of Supervisors. In all cases, the Board of Supervisors must authorize recordation of the Final Tract Map.

What Can I Do to Simplify the Review Process?

You can simplify the Tentative Tract application review process by carefully reading and completing the application package, and by employing a registered civil engineer or licensed land surveyor to prepare the map.

How Long Does the Review Process Take?

Most Tract applications take from 50 days to 3 months to process after acceptance. Processing time may be longer if other applications are filed concurrently or if special studies are required.

What Must Be Done to Record the Final Map?

All Conditions of Approval of the TT must be completed and any other required fees must be paid before the Surveyor's Office clears the Final Map for presentation to the Board of Supervisors and delivery to the Recorder's Office.

Who Can I Go to for Help?

For general information and assistance, contact the planner at the Public Information Counter located on the first floor of the County Government Center in San Bernardino or at the Planning Division Office in Victorville.

For an appointment to file the application, contact the Planning Division Land Use Technician at the County Government Center at (909) 387-4131 or Victorville at (760) 843-4340.

For project-specific questions after the application has been accepted, contact the planner assigned to the project.

For more detailed information, please reference zoning handouts, the application, Administration Design Guidelines or access the website, www.co.san-bernardino.ca.us/landuseservices.

What Are the Costs of the Tentative Tract Application?

Tracts are "Actual Cost" projects. This means you will be charged for time spent by County staff to process the application, at the hourly charge rates specified in the current fee ordinance. An initial deposit is required at the time of filing, based on the average cost of similar applications. If the project requires additional time to process, additional deposit(s) will be required. Applicants should check with other County departments for other fees which may be required. Possible additional fees are described in the Tract Application.

Tentative Tract Application Process

County Government Center
385 North Arrowhead Avenue
San Bernardino, CA 92415

Area Code (909)

Planning Division.....	387-4131
Public Service Counter Information.....	387-8311
Building & Safety Division.....	387-4244
Environmental Health Services	
Land Use Division.....	387-4666
Fire Department.....	386-8400
Public Works.....	387-2623
Land Development/Engineering	
Roads Section.....	387-8218
Drainage Section.....	387-2627
Surveyor Division	
Final Map Section.....	387-8148

North Desert Office
15456 W. Sage Street
Victorville, CA 92392

Area Code (760)

Building & Safety Division.....	843-4360
Land/Development Engineering.....	843-4366
Planning Division.....	843-4340

When is a Tentative Tract (TT) Application Used?

A TT application is used, with certain exceptions, for subdivisions of land creating 5 parcels or more, 5 or more condominiums, a community apartment project of 5 or more parcels, and for the conversion of a multi-dwelling unit of 5 or more units to a stock cooperative.

How Does the Process Begin?

Tract applications are filed with the Planning Division. An appointment is recommended. After the application is determined to be complete, the project is assigned to a planner who will review the proposal for environmental impacts and compliance with County development standards. Project information is also distributed to other County departments for review and comment. Surrounding property owners are notified of the project. All tentative tract applications are reviewed by the Development Review Committee (DRC). After approval and conditions being met, it is submitted to the surveyor's office to meet requirements for recording the final map.

What Is the DRC?

The DRC (Development Review Committee) is a committee of County staff responsible for reviewing the technical design features of projects. Applicants and their representatives attend a meeting of the DRC to discuss the project, and the DRC recommends Conditions of Approval. If the DRC recommends approval and the applicant agrees with the recommended Conditions of Approval, the TT may be approved as a staff action. If there are unresolved issues, or complications, the TT will be presented to the Planning Commission for action.

Tentative Tract

